

Itinerant Merchant's License Checklist

1. Determine if the applicant is exempt from needing a license. The following individuals are exempt:
 - a) Any person, individual, copartner, or corporation which grows the goods offered for sale.
 - b) A person who makes crafts or items by hand and offers them for sale.
 - c) An organization or individual whose proceeds are to be used exclusively for religious, charitable, educational or scientific purposes:
 - i) Church
 - ii) School
 - iii) Benevolent organization
 - iv) Fraternal organization
 - v) Committee of any of the above
 - d) A person who sells merchandise, offers to sell merchandise, or exhibits at a trade show, public show, or convention.
 - e) Supervised sellers at commercial malls or similar facilities with on-site management of such sellers and a permit application process requiring information substantially equivalent to that required by the BMC.
 - f) Sales made to dealers by commercial travelers or selling agents in the usual course of business or to sheriffs, constables, or other public officers selling goods according to law.
 - g) Bona fide assignees or receivers appointed in this state selling goods for the benefit of creditors.
 - h) A person who holds a registered retail merchant's certificate under IC 6-2.5-8.
2. Check to ensure that the application is filled out in its entirety.
3. Check to ensure that the applicant has provided all the required documentation listed on the application.
4. Check to ensure that all fees have been paid.
5. Check to ensure that all bonds have been paid.
6. ALWAYS check with Planning to ensure that there are no zoning restrictions for the proposed activity.